

IN THE COUNTY COURT OF THE FOURTH JUDICIAL CIRCUIT  
IN AND FOR CLAY COUNTY, FLORIDA, SMALL CLAIMS

CASE NO.:

DIVISION:

Plaintiff(s),

vs.

Defendant(s).

\_\_\_\_\_ /

**SMALL CLAIMS COMPLAINT**

**WHO** caused the damages? \_\_\_\_\_. Was this  
person an employee of a company?      YES      NO. If **YES**, include the company's name:

\_\_\_\_\_

**WHAT** happened? Explain in detail the events that led to your damages. WRITE  
LEGIBLY, AND NUMBER YOUR STATEMENTS. (YOU MAY ATTACH ADDITIONAL  
PAGES) \_\_\_\_\_

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**WHERE** in Clay County did the damages occur? \_\_\_\_\_

**WHEN** did the damages occur? \_\_\_\_\_

**WHY** do you think you should recover damages? \_\_\_\_\_

**ATTACH DOCUMENTATION TO EXPLAIN HOW YOU ARRIVED AT THE DOLLAR AMOUNT OF DAMAGES.**

**\*YOU MUST HAVE DOCUMENTATION TO PROVE YOUR CLAIM. \***

This includes but is not limited to invoices, estimates, emails, photos, and videos.

**HOW** much are you claiming in damages? Your documentation should reflect this amount.

\$ \_\_\_\_\_ + court cost \$ \_\_\_\_\_ and cost of service \$ \_\_\_\_\_.

\_\_\_\_\_  
Plaintiff (Printed name)

\_\_\_\_\_  
Plaintiff (Signature)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Email Address